

# Pocket Résumé for Job Interviews and Applications

A proud partner of the  
americanjobcenter network®



## References

*(Receive permission before using names)*

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Company \_\_\_\_\_  
Position \_\_\_\_\_

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## Preparation for Interview

- ☐ Learn something about the company.
- ☐ Have a specific job or jobs in mind.
- ☐ Review, in your mind, your qualifications for the job.
- ☐ Be prepared to answer broad questions about yourself.

## Appearance

- ☐ Well groomed.
- ☐ Suitably dressed.

## Interview

- ☐ Be prompt.
- ☐ Answer questions directly and truthfully.
- ☐ Be well mannered.
- ☐ Use proper grammar and good diction.
- ☐ Be enthusiastic and cooperative.
- ☐ Don't be afraid to ask questions.

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Missouri Department of Higher Education and Workforce  
Development  
OFFICE OF WORKFORCE DEVELOPMENT

This information is often asked for on applications or at a job interview. Fill in the lines below ahead of time and take it with you as a reference.

**Previous Employment:**  
*(Full-time, part-time, summer jobs and internships)*

Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Dates \_\_\_\_\_ Salary \_\_\_\_\_ ☐Hr. ☐Mo.  
Reason for leaving \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Name of Employer \_\_\_\_\_  
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Job Title \_\_\_\_\_  
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Education \_\_\_\_\_  
Military Service or Draft Status \_\_\_\_\_  
\_\_\_\_\_  
Special Skills/Hobbies \_\_\_\_\_

**When you are hired, you will be asked for proof of your identity and your eligibility to work in the United States.**

Resume Power Words		Phrases to Use
Increased	Assessed	Speak effectively
Built	Exceeded	Listen attentively
Introduced	Organized	Motivate others
Strengthened	Adapted	Meet deadlines
Directed	Solved	Enforce policies
Persuaded	Initiated	Gather information
Projected	Negotiated	Identify problems
		Develop strategies
		Set goals

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

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